How-To: Add a Recovery Email and Phone Number to your Sage Alumni Google Account

Adding a recovery email and phone number to your Google account will allow you to recover your account information should you forget your password.

> ⓘ If setting up your Alumni account for the first time please visit the *Setting up your Alumni account for the first time* section located in the Table of Contents below.

Here's how it's done

Log into your Sage Alumni Gmail Account

Log into your Sage Alumni Gmail account as if you were checking your email.

In the top right hand corner click the round icon to open the Google Settings for your account.

click photo to enlarge

Click the blue button labeled *Google Account*

This account is managed by **alumni.sage.edu**.
Learn more

Sage Alumni
sagealumni@alumni.sage.edu
Privacy

Change

Google Account

click photo to enlarge

In this new window click *Sign In & Security* and scroll down until you see *Account recovery options*

Welcome, Sage Alumni

Control, protect, and secure your account, all in one place

Your Google Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you.

🔒 Sign-in & security >	👤 Personal info & privacy >	⚙️ Account preferences >
Control your password and Google Account access.	Manage your visibility settings and the data we use to personalize your experience.	Adjust account settings, like payment methods, languages, & storage options.
Signing in to Google	Your personal info	Payments
Device activity & security events	Contacts	Purchases, subscriptions & reservations
Apps with account access	Manage your Google activity	Language & Input Tools
	Ad Settings	Accessibility

click photo to enlarge

Navigate to your Recovery settings

In this new window click *Sign In & Security* and scroll down until you see *Account recovery options*

Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

Make sure you choose a strong password
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Password & sign-in method

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

Note: To change these settings, you will need to confirm your password.

Password	Last changed: 17 minutes ago	>
2-Step Verification	Off	>

Account recovery options

If you forget your password or cannot access your account, we will use this information to help you get back in.

Recovery email	personalrecoveryemail@gmail.com	>
Recovery phone	(518) 290-0636	>

click photo to enlarge
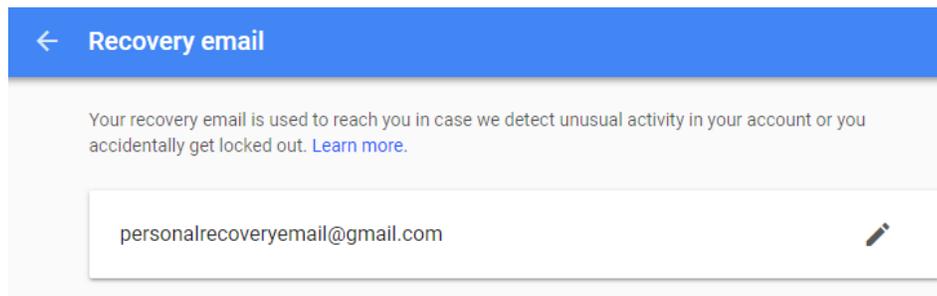
Add a Recovery Email

To add a recovery email select *Recovery email*

You may be prompted to log in again, this is a security feature to help prevent unwanted changes to your recovery information

Click the *Add Recovery Email* button and enter in the personal email address you wish to use.

ADD RECOVERY EMAIL

If you need to change the recovery email click the pencil icon to the right of the recovery email field and enter in the new personal email address you want to use.

← **Recovery email**

Your recovery email is used to reach you in case we detect unusual activity in your account or you accidentally get locked out. Learn more.

personalrecoveryemail@gmail.com

Add a Recovery Phone Number

To add a recover phone select *Recovery phone*

You may be prompted to log in again, this is a security feature to help prevent unwanted changes to your recovery information.

Click the *Add Recovery Phone* button. Enter in the phone number you wish to use, and click the *Get Code* button.

ADD RECOVERY PHONE

There may be other numbers associated with your Google Account. Manage your phone numbers

Add phone number ✕

To make sure this number is yours, Google will send you a verification code. Standard rates apply.

🇺🇸 555-555-5555 ✏️

CANCEL GET CODE

A text will be sent to the provided number containing a security code, you will be required to enter in that security code to verify the recovery phone number.

Setting up your Alumni account for the first time

If you are setting up your Alumni account for the first time, you may be prompted to add recovery information immediately.

Log into your Alumni email account

Enter in your username@alumni.sage.edu email address in the required field.

⚠️ Please be sure to add @alumni.sage.edu on to the end of your username. For this article we are using an example account sagealumni@alumni.sage.edu

Google
Hi Sage
Ⓢ sagealumni@alumni.sage.edu ⌄

Enter your password 🔳 🚫

Forgot password? **Next**

⚠️

Now enter in your password.

Accept the EULA

When logged in you will be presented with a Welcome window and an EULA box. Click the blue *Accept* button.

Add recovery information to your account

The next window will ask you to protect your account. This window will allow you to enter in a recovery phone number and a recovery email address.

To add the recovery information click the *Update* button, otherwise, click *Done*.

Add a recovery phone

You will first be asked to enter in a recovery phone. Enter in the phone number you wish to use are your recovery phone. This will need to be a phone number that can receive texts.

Google

Verify your phone number

S sagealumni@alumni.sage.edu

Verify your phone number so Google can help you if you
forget the password to your account

Enter a phone number

▼ 123-456-7890|

Skip   NEXT

To make sure that 123-456-7890 is yours,
Google is going to send you a text message
with a 6-digit verification code.

Standard rates apply

CANCEL   OK

Enter in the code you received via text in the following window and click *Next*.

Google

Enter the code

Enter the 6-digit verification code to confirm you got the
text message

6-digit code

G- |

Didn't get the code?   NEXT

Add a recovery email address

You will then be asked to enter in a recovery email address.

Google

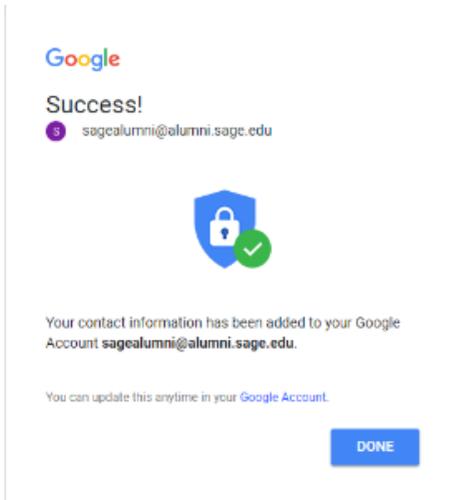Add recovery email

S sagealumni@alumni.sage.edu

Add a recovery email so Google can reach you if there's
unusual activity on your account or if you get locked out

Enter your email

personalrecoveryemail@gmail.com|

Skip   NEXT

Once you've entered in all the recovery information Google will let you know that your account setup was a success.

Click the *Done* button to be brought to Gmail.

Wrapping up

This article has gone through the process of adding recovery information to your Alumni account, as well as how to setup your Alumni account manually. If you run into any issues logging in or your recovery information is not working please call the Sage IT Service Desk at 518-244-4777

Related articles

- How-To: Enable 2-Step Verification for your Sage Google Account
- How-To: Add a Recovery Email and Phone Number to your Sage Alumni Google Account
- How-To: Handle Phishing/Scam emails
- Alumni Email
- How-To: Setup your Sage email in the GMail app